

Prohibited Signage



All of the following signs are NOT allowed in the City of Fairfax:

- Signs located in a manner that would constitute a **hazard to the public health, safety or welfare.**
- Nongovernmental signs imitating or closely **resembling official traffic or government signs or signals.**
- Moving signs or devices intended to attract attention, all or any part of which is intended to move, including but not limited to **flags (including pennants), balloons, propellers and discs.**
- Signs displaying **flashing or intermittent lights or lights changing degrees of intensity,** except signs indicating the time or temperature.
- **Portable spotlights or beacons** used as advertising to draw attention to any use.
- **Any illuminated tubing, exposed bulbs or strings of lights** outlining property lines or open sales areas, rooflines, doors, windows or wall edges except as permitted for seasonal displays in City Code section 110-178(3).
- **Billboards.**

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Prohibited Signage

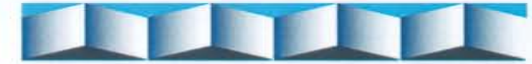
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- **Signs painted on or attached to trees,** utility poles, public benches, refuse containers, parking meters, hydrants or like structures, except those identifying the name or manufacturer of the product.
- **Signs painted or displayed on vehicles or trailers** parked in places visible from public right-of-way and used primarily for the purpose of advertising.
- **Portable signs,** except temporary signs permitted by City Code section 110-182 of the City Code.
- Any **commercial display of vehicles** with open hoods, trunks or doors; or located on a building, ramp or other elevated structure.
- **Sandwich board signs,** except as permitted in the Old and Historic District with Board of Architectural Review approval and permanent sign permit approval.
- **Pylon signs,** except freestanding hanging signs allowed in the Old and Historic District with Board of Architectural Review approval and permanent sign permit approval.
- Any other sign **not expressly permitted by City Code,** Division 7.

COMMON VIOLATIONS

Violations of the City Code can result in notices of violations and/or tickets and associated fine(s) issued for each section of the code a business does not adhere to. The most common sign violations observed by the city inspector are:

- Vehicles being used as signage.
- Flags, balloons or pennants used to attract attention to a business.
- Flashing or intermittent lighted signs.
- Sandwich board signs displayed at business locations outside of the Historic District.



City of Fairfax Permit Guide For Permanent Signs

Basic regulations and guide to obtain permits for permanent signs located in the City of Fairfax.



*Dept. of Community Development & Planning
David Hudson, Director
Michelle Coleman, Zoning Administrator
Monty Lowe, Dep. Zoning Administrator*

*City Hall Annex, Room 207
10455 Armstrong Street
Fairfax, Va. 22030
Hours: 8:30 a.m. to 5:00 p.m. Weekdays
(excluding holidays)*

**Tel: 703-385-7820
Fax: 703-385-7824
www.fairfaxva.gov**



PERMANENT SIGNAGE — PERMIT GUIDE



The following procedures in this brochure will help you obtain a permit to install a permanent sign for your business. All signs will require at minimum a sign permit issued from the zoning office. Most signs will require building and/or electrical permits in addition to the sign permit. Signs located in the Historic or Transition District (see below) will also require Board of Architectural Review (BAR) approval. All permits must be issued **before** making your sign.

The dotted lines on the map below show the Historic and Transition districts located in the City of Fairfax. If a business is located inside these lines the sign will require an application to be submitted to the BAR. Instructions on how to apply to the BAR are included with any permanent sign permit application.

Map of Historic and Transition Districts

(Square Box = Location of City Hall (Armstrong Street))



PERMANENT SIGNS **STEPS FOR PERMIT**

1) **Application Form.** The applicant submits a completed application to the Zoning Office with all information requested on the application filled in. Two signatures are required on the application form: the applicant and the property owner. The application form must provide **ALL** requested information.

2) **Drawings.** Four sets of drawings of the proposed signage must accompany the application form. The drawings must show **ALL** dimensions of sign and support structure (length, height, width). Include building dimensions if building-mounted and site location if ground-mounted.

3) **Review.** Staff will review the application for zoning compliance. If additional information is required you will be contacted within 3 to 5 business days after application is accepted for review.

4) **Permit Issuance.** After zoning approval and applicant's payment of the appropriate fee a (blue) permit sticker will be issued.

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PERMANENT SIGNS **STEPS FOR PERMIT** (CONTINUED)

5) **Office of Code Administration.** You must now contact the Office of Building Code Administration (703-385-7830) for instructions on submitting a building permit and/or electrical permit to install the sign.

6) **Installation.** Two permits are required prior to installation: sign permit (sticker) and building permit (if sign requires electrical connections an electrical permit will also be required). Once these permits are issued the contractor can install the sign. The (blue) sign permit sticker should be placed on the sign where it is visible to the city inspectors.

